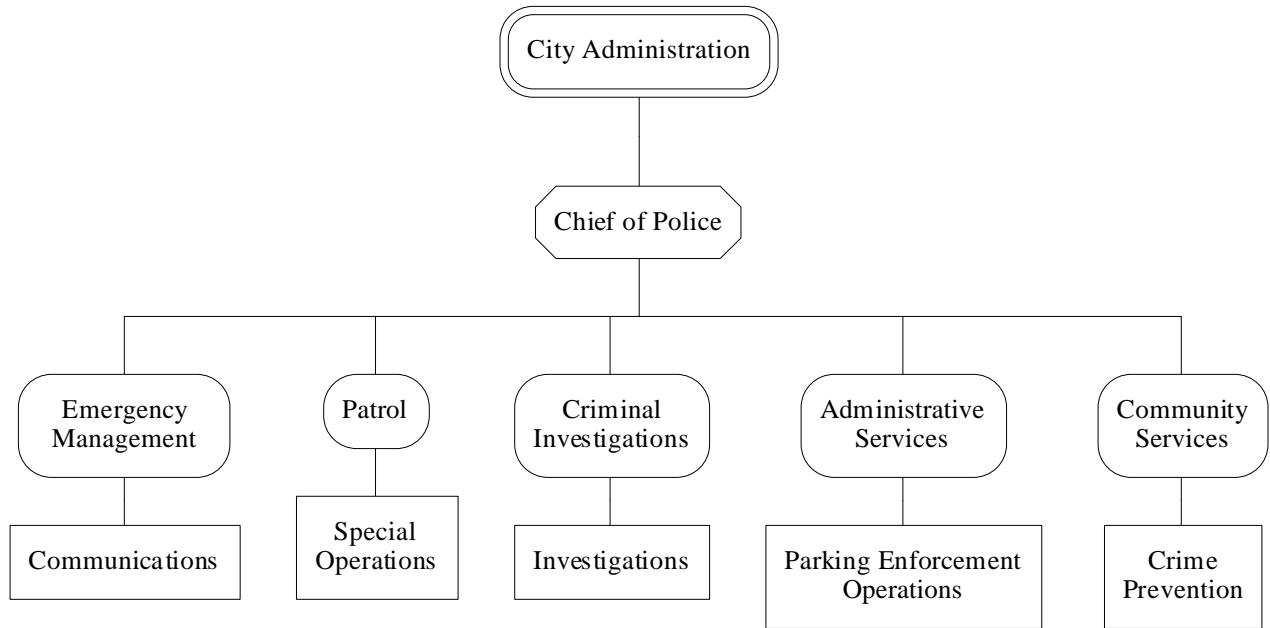


CITY OF ANNAPOLIS

Police Department



Police Department

Fund Support:

General Fund

Description:

The Annapolis Police Department, one of the oldest law enforcement agencies in the State of Maryland, was founded on June 17, 1867 and has been in continuous service ever since. Its primary mission is to preserve the quality of life in Annapolis by ensuring the community's livability, safety and security. The Patrol Section of the Operations Division provides continuous 24-hour patrol of city streets and answers calls for service from citizens. The Special Operations Section provides traffic control, K-9 service, summer marine patrol of the harbor, bicycle patrol, and houses the Neighborhood Enforcement Team. The Criminal Investigations Division is composed of the Major Crimes Section, the Vice and Narcotics

Section, the Asset Forfeiture Unit, the Crime Lab and Liquor Inspection Unit. The Administrative Services Division is responsible for recruiting, selecting, hiring and training sworn and civilian personnel, budgeting and purchasing, statistical crime analysis, Uniform Crime Reporting and D.A.R.E., central records, property and evidence and fleet and building maintenance. The Division also houses the Parking Operations Unit which is responsible for enforcement of parking regulations and meter collection throughout the City. The Community Services Section disseminates information to the media, oversees the Block Watch program, and provides advice on crime prevention to community associations. The Emergency Management Office oversees radio dispatch, information systems management and disaster planning. The Staff Inspections Unit is responsible for periodic inspections of all departmental functions and for the accreditation process.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Estimated</i>	<i>FY 2005 Proposed</i>	<i>Percent Change</i>
Police	\$11,697,240	\$12,680,720	\$12,824,820	1.14%
Parking Operations	489,820	572,460	586,380	2.43%
Department Total	\$12,187,060	\$13,253,180	\$13,411,200	1.19%

Police Department Staffing Summary

	<i>FY 2003 Actual</i>	<i>FY 2004 Estimated</i>	<i>FY 2005 Proposed</i>
	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>
Police - Civilian	29	30	34
Police - Uniformed	127	126	126
Parking Operations	13	13	13
Department Total	169	169	173

Staffing Summary By Position - FY 2005 Permanent Positions

<u>Total FTE</u>	<u>Total FTE</u>
<i>Police:</i>	<i>continued</i>
Office Associate III 2	Police Officer 1/C 50
Office Associate IV 1	Police Officer 34
Police Records Specialist 4	Police Communications Operator II 3
Administrative Office Associate 1	Police Communications Operator 9
Purchasing Clerk 1	Police Records Coordinator 1
Community Services Specialist 1	Police Property Supervisor 1
Crime Lab Technician 1	Police Planning Analyst 1
Crossing Guard Supervisor 1	Police Identification Specialist 2
Special Events Coordinator 1	Automotive Technician 1
Major Crime Investigator 1	Warrant Control Clerk 1
Director of Emergency Management 1	
Police Chief 1	<i>Parking Operations:</i>
Police Major 1	Director of Parking and Traffic 1
Police Captain 4	Parking Enforcement Officer I 9
Police Lieutenant 7	Parking Enforcement Officer II 1
Police Sergeant 14	Meter Collector/Auto Maintenance II 1
Police Corporal 15	Meter Collector/Auto Maintenance I 1

The Police Department has various temporary and/or contractual positions. These positions consist primarily of General Clerical, School Crossing Guards (seasonal), Liquor Inspectors, Youth Services, Community Services, and Community Liaison.

Police Department

Police Department

General Fund

Services:

- The Patrol Division provides primary response to crime scenes, accidents, and calls for service. It handles the most preliminary investigations, but may follow a case to its conclusion. Patrol officers provide both routine patrol and preventive patrol to protect lives and property of citizens. They handle arrests, traffic control and enforcement and numerous order-maintenance activities such as domestic disputes, landlord-tenant complaints, and management-customer disputes. The Section has implemented a community-oriented policing program wherein officers are assigned to posts for a minimum period of twelve months. This is intended to better serve the citizens of Annapolis by familiarizing officers with neighborhood problems and concerns and better acquainting the officers and the citizens they serve.
- The Traffic Unit is responsible for selective enforcement of traffic laws, investigation of major accidents, traffic control and influencing public awareness of traffic safety.
- The Canine Unit is composed of three handler/canine teams. Their function is to provide a highly mobile, specially trained canine support to line patrol units. These teams are used to detect, locate, and apprehend criminal offenders who attempt to elude arrest, and to promote a positive image to the general public through demonstrations and displays of the police canine team.
- The Marine Unit provides a police presence on the waterways surrounding Annapolis in order to safeguard lives and property of boaters.
- It is the mission of the Administrative Services Division to recruit and train the individuals who will best suit the needs of the Department in service delivery to the community and to provide support services to all units of the Department. The Division includes the Central Records Section which is responsible for the maintenance, storage and disposition of criminal and offense records; the Property Section and Evidence Section which handles all evidence and found property and ,uniform, equipment and supply issuance , the Building and Fleet Maintenance Section which is responsible for fleet and facilities maintenance and a provide support services to the Police Department and the public. The Division is comprised of the Communications Section, which is responsible for all radio, telephone, and other communications services, to include maintenance and repair. The Office of Emergency Management oversees the Communications Section which is responsible for all radio, telephone and dispatching services and the Information Systems Unit, which is responsible for providing computer support and repair to the entire Police Department. The Office is also responsible for emergency preparedness.

Police Department

- continued -

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Estimated</i>	<i>FY 2005 Proposed</i>	<i>Percent Change</i>
Personnel	\$10,702,880	\$11,878,460	\$11,831,240	-0.40%
Other Operating Expenditures	966,970	802,260	993,580	23.85%
Capital Outlays	27,390	0	0	N/A
Total Expenditures	\$11,697,240	\$12,680,720	\$12,824,820	1.14%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division PoliceFund and Division # 110-42112

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$9,507,830	Appropriation needed as calculated on personnel detail.
Benefits	\$2,323,410	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$350,960	Desk-top supplies, postage, printing, ammunition, film, photo processing supplies, clothing, dry cleaning, fuel, lubricants.
Utilities	\$115,300	Local and long distance telephone calls. Energy for Police Headquarters Building.
Education and Travel	\$47,100	Training courses for sworn and civilian personnel, travel expenses, annual member publications and conferences, membership dues to various organizations.
Repair and Maintenance	\$191,720	Range, cell block, building and grounds maintenance, police radio service contract, computer-aid dispatch and records management software updates and service, communications system maintenance, miscellaneous repairs and service to business machines, police bicycles, polygraph, etc.
Special Projects	\$27,500	Undercover drug purchases, informant fund, DNA testing of physiological evidence, educational material and supplies for Drug Abuse Education Program. Towing fees for vehicles sized in drug arrests.
Leases	\$53,600	Copier leases, rental cars for use by detectives, fees for Maryland State Department of Public Safety for MILES/NCIC system, cellular telephone air time, pager leases, postage meter lease, miscellaneous software leases.
Contract Services	\$207,400	Fourth of July law enforcement assistance from outside agencies, accreditation activities.
Capital Outlay	\$0	

Total \$12,824,820

Parking Operations

Police Department

General Fund

Description:

Regulate on-street parking spaces, enforce municipal parking code and collect parking fines and fees.

Maintain and service parking meters.

Services:

- Patrol metered spaces in the downtown area.
- Patrol and enforce residential parking restrictions.
- Collect parking meter revenue.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Estimated</i>	<i>FY 2005 Proposed</i>	<i>Percent Change</i>
Personnel	\$472,070	\$544,920	\$558,840	2.55%
Other Operating Expenditures	17,750	27,540	27,540	0.00%
Total Expenditures	\$489,820	\$572,460	\$586,380	2.43%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Police/Parking OperationsFund and Division # 110-42117

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$411,940	Appropriation needed as calculated on personnel detail.
Benefits	\$146,900	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$19,540	Printing of forms, parking fee envelopes, ticket books, receipt books, postage, sign stakes, chalk, notepads, clothing, dry cleaning costs, fuel, motor oil, other lubricants.
Utilities	\$0	
Education and Travel	\$0	
Repair and Maintenance	\$8,000	Parts and repairs to parking meters, service, repairs and parts for Parking Enforcement and Meter vehicles.
Special Projects	\$0	
Leases	\$0	
Contract Services	\$0	
Capital Outlay	\$0	

Total \$586,380